# Administration and Introductions

T he Unit Leadership Program was designed to be delivered to personnel at units throughout the Coast Guard by members of the command. It is a discussion guide for the leadership topics listed below.  It is important to note that the goal of the program is to actively engage leaders, followers, and peers in meaningful discussions about the important and challenging topic of leadership.  The program should not be delivered solely in a lecture-style format. It should be delivered in an open discussion format. The topics below are covered in a series of modules that can be presented on separate dates or all on the same date.  While we recommend beginning with the module on Followership, the remaining modules may be delivered in any sequence.

**Training Modules**

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| • Followership | 60-90 minutes |
| • Performance Appraisal | 60 minutes |
| • Assertiveness | 20 minutes |
| • Accountability & Responsibility | 30 minutes |
| • Communication | 40-60 minutes |
| • Teamwork | 30-40 minutes |
| • Personal Ethics | 3 hours |
| • Hazing Awareness | 2 hours |
| • Leadership Competencies | 30 minutes |
| • Apollo 13 | 3 hours |

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| **Welcome** | Begin the session by welcoming them to the training on leadership. The students may already be familiar with the presenters. If they are not, briefly introduce yourself and each of the other presenters. |
| **Student Materials** | For many of the sessions, the participants will need a pen or pencil and some paper for note taking and activities. |
| **Class Size** | Varies; 7-15 students is ideal. |

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| **Student Introductions** | Some groups may already know each other; some may not. Regardless, it is usually helpful to run the class through some type of introduction/icebreaker. This will help to loosen the students up prior to group discussions and will also let them know more about their shipmates. It's usually helpful if the discussion leader starts the group off with their own introduction. Some potential introduction topics include: |

- Someone they would like to meet and why
- Describe their dream vacation